

**7 SEPTEMBER 1993**



**Acquisition**

**CONTRACTED ADVISORY AND ASSISTANCE  
SERVICES**

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Pages: 3

Distribution: F

**1.** The Air Force needs Contracted Advisory and Assistance Services (CAAS) to help managers be most effective and economical in meeting mission requirements. To get the best value from these services, the Air Force must ensure that people at all levels understand and know how to use CAAS.

This directive, therefore, establishes policy for properly identifying and managing CAAS throughout the Air Force.

**2.** The Air Force will use sound business judgment in planning, acquiring, managing, evaluating, and reporting CAAS. It will make sure government employees do inherently governmental functions and certain critical functions. The Air Force will also have government personnel in the work force who are technically able to prescribe, monitor, and evaluate the contractors' work.

**3.** The Air Force will identify CAAS requirements far enough in advance to get as much competition as possible. It will normally use CAAS only for requirements of 5 years or less. For contracts \$15M or more, CAAS may not continue beyond 5 years without the Air Force CAAS Director's (or a designee's) approval. This requirement for approval also applies to any requirements scheduled to be resolicited after 5 years when the current contract expires.

**4.** The Air Force will avoid conflicts of interest. The contracting officer, requester of a service, and other government officials with access to applicable information must identify and prevent potential conflicts of interest in government contracts.

**5.** This directive establishes the following responsibilities and authorities:

5.1. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) carries out the Secretary's responsibility to appoint an Air Force Director of CAAS, who must be a general officer or in the Senior Executive Service.

5.2. The Air Force CAAS Director (SAF/AQZ) ensures that Air Force policy and instructions are consistent with Department of Defense (DoD) Directive 4205.2, Acquiring and Managing Contracted

Advisory and Assistance Services, February 10, 1992. This official also makes sure the Air Force identifies, acquires, and manages CAAS according to this policy and related instructions.

**6. Terms Explained:**

6.1. **Conflict of Interest.** A condition or circumstance exists under which a person is unable, or even has the potential to become unable, to render impartial assistance or advice to the government because of other activities or relationships with other persons, or wherein a person would obtain an unfair competitive advantage.

6.2. **Inherently Governmental Function.** A function that is so intimately related to the public interest as to mandate performance by government employees. These functions include those activities that require either the exercise of discretion in applying government authority or the use of value judgments in making decisions for the government.

7. This policy applies to the Secretariat and Headquarters United States Air Force (HQ USAF) organizations which acquire services. It also applies to all major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and US Air Force Reserve units which acquire services but not to Air National Guard units and members.

8. This directive implements DoD Directive 4205.2.

9. Related policies are included in the Office of Federal Procurement Policy (OFPP) Policy Letter 89-1, Conflict of Interest Policies Applicable to Consultants, 8 December 1989, and OFPP Policy Letter 92-1, Inherently Governmental Functions, 23 September, 1992. Related instructions are in AFI 63-401, Management of Contracted Advisory and Assistance Services (formerly AFR 800-44).

10. See **Attachment 1** for measures of compliance to this directive.

JOHN E. JAQUISH, Lt General, USAF  
Principal Deputy, Assistant Secretary of the  
Air Force for Acquisition

## Attachment 1

### MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

**A1.1.** The Air Force will measure compliance with CAAS policy by gathering the Number of Findings from Audits and Inspections. The Air Force CAAS Director will collect, analyze, and chart monthly data from the DoD(IG) and the Air Force Audit Agency (AFAA). Analyzing this indicator will help the Director plan staff assistance visits and training programs to improve quality. A trend may or may not emerge because CAAS supports ever-changing missions, requirements, and people.

**A1.2.** DoD(IG) and AFAA management indicators **Figure A1.1.** enable the Air Force to measure compliance with policy, good business judgment, and the soundness of ethical decisions. Analysis will include nonconcurrences to determine when management practices can improve standard procedures. The CAAS Director will review these monthly indicators once each quarter.

**Figure A1.1. Sample Metric of IG and AFAA Management Indicators.**

